

## Library of the United States Courts In the First Circuit

John Joseph Moakley U.S. Courthouse  
1 Courthouse Way, Suite 9400  
Boston, MA 02210

Phone: (617) 748-9044  
FAX: (617) 748-9358

Hours: 8:30 a.m. - 5:00p.m., Monday - Friday

### ***Library Policies***

#### **Use of the Library**

**Boston Library.** According to Local Rule 46(d): “The law library of this court shall be open to members of the Bar, to the United States Attorneys of the Circuit and their assistants, to other law officers of the government, and persons having a case in this court, but books may be removed only by government employees, who shall sign therefor.” Members of the general public may also use the library, but will have no borrowing privileges. Any person from the designated categories may use the library, provided that he/she abides by the library rules and behaves in an orderly manner. The Boston library is located on the 9<sup>th</sup> floor of the new John Joseph Moakley United States Courthouse.

Everyone using the library is asked to sign in/out in the book located on the circulation desk

**Branch Libraries.** There are three branch libraries in the Circuit. These are located in the District Court courthouses in Concord, NH, Hato Rey, PR, and Providence, RI. They are presently open only to court personnel.

All items in the library are the property of the United States Government. Any damaging or defacing of books, furniture or equipment is a serious offense, and action will be taken accordingly.

**Telephones.** You will be paged if a call is received for you. Calls may be answered on the library telephones, but no personal calls may be made. There is a pay telephone outside the library’s main entrance, in the elevator lobby, for general use.

**Public Access Computers.** Two Public Access Computers (PAC’s) in the Boston library allows access to Internet addresses which contain government documents and government agency home pages. These PAC’s are connected to dedicated telephone lines via modems, and are not connected to the Court’s DCN. These Public Access Computers were purchased to fulfill the library’s obligation as a Federal Government Depository Library to provide public access to government documents in electronic format. These PAC’s may also be used for access to other legal resources online through the Internet.

Two PAC's are available to the public for word processing. Patrons are expected to provide any paper needed for printing. Library staff keep a log of users of the PAC's and may prescribe time limitations on use for administrative reasons (e.g., in anticipation of closing, to allow maintenance work on the computer, or to allow other patrons a chance to use the PAC).

**Laptop Computers in the Library.** Court personnel and government attorneys may bring their laptops to the library. Library carrels have access to electric outlets. Access to modem lines is not available to non-court personnel. Persons from outside the court are welcome to bring a laptop computer to the library, but should call ahead to seek assistance of a library staff member. The staff member will prepare the necessary form and see that it reaches the court security officers at the entrance to the building. You will then be allowed to bring in your laptop.

### **Library Rules.**

1. Library material *may not* be checked out by non-court/government employees. But an inter-library loan request from a member of the professional library community will be honored.
2. Only court employees and federal defenders will be permitted to use the library after hours.
3. Everyone is required to reshelve the books he/she has used or is returning to the library.
4. New student interns, law clerks and Assistant U.S. Attorneys will introduce themselves to the library staff and have a brief tour before being permitted to use the library.
5. No eating or drinking is permitted in the library.
6. No smoking is permitted in the library - the courthouse is a smoke-free building.

**Circulation.** Only federal employees are permitted to check out books. The circulation period to chambers varies, depending upon location. Books to other (non-court) federal employees are checked out for three days. Material should be photocopied and the books returned. Inter-library loan requests are checked out for three-five days.

With the approval of a librarian, an attorney may check out a book to be taken to a courtroom. A driver's license (or other appropriate picture ID) is required, to be left at the circulation desk until the item is returned. Pro se litigants may not remove books from the library, but may photocopy them with a copy card which a library staff member will provide. For this purpose, the pro se litigant will be asked to provide the docket number of the case currently before the court. This free copying is limited to 50 copies per day.

**Photocopying.** The coin-operated photocopier in the west wing of the library is not a court machine, but is available for the use of the public. Copies are \$.25 each. The machine will take coins and bills up to \$10.00. They also can be operated with a copy card which is vended by a machine in the District Court Clerk's Office or by the owner of the newsstand on the first floor of the courthouse. Coin op copiers should not be used with an override key. A copy card is available for the use of pro se patrons who have a case in the court.